



**CITY OF SAN DIEGO  
EMPLOYMENT OPPORTUNITY  
Page 1 of 2**

**#T2983 EMPLOYEE ASSISTANCE COUNSELOR  
HOURLY SALARY: \$25.45 to \$30.78**

**APPLICATION FILING PERIOD: FIRST DATE: April 1, 2011**

**LAST DATE: May 3, 2011**

Applications received later than 5:00 p.m. on the last date to apply will be rejected. Please apply promptly since vacancies may be filled as soon as a sufficient number of applicants have been processed. Persons may apply only once during this application filing period. Future application filing periods may be announced.

**THE POSITION:** Employee Assistance Counselor positions provide counseling to help employees cope with and/or resolve difficult situations in their life in order for an employee to be more focused and productive on their job; assess employees and their dependents to identify problems, perform short term solution focused in-house counseling or refer employees needing assistance due to personal and/or work-related issues to appropriate private and public community resources; conduct individual, group and/or family counseling to assist in the resolution of a variety of problems (e.g., chemical dependency, dysfunctional marital/family relationships, emotional/stress-related problems) that are impacting job performance; educate and train employees, supervisors, management-level staff, employee union representatives and interest groups to identify and refer employees who may benefit from participation in the Employee Assistance Program and conduct city-wide training as needed. This position will also be responsible for performing Critical Incident Stress Debriefings, as needed; maintain confidential employee files for internal tracking purposes and maintain follow-up contacts; document case records and prepare corresponding reports; develop and prepare written informational materials describing the Employee Assistance Program and referral process; and perform other duties as assigned. **Note:** This position is a permanent half-time position.

**REQUIREMENTS:** For each position, you must meet the education **AND** experience requirements listed below on the date you apply, unless otherwise indicated.

**EDUCATION:** A Bachelor's Degree in Psychology, Social Work, Marriage and Family Therapy or a closely related field. **Proof of degree/transcripts must be submitted to the Personnel Department at time of application.**

**-AND-**

**EXPERIENCE:** Two years of full-time professional-level experience counseling adults, couples, and families in a program designed to assist people with a variety of issues (e.g., chemical dependency, family or marital conflict, workplace issues, health or behavioral problems, domestic violence, and stress management). Qualifying experience must include practical experience: performing crisis intervention; and counseling adults with alcohol/drug dependency issues, marital/family relationship problems, and emotional/stress-related problems.

**NOTES:** 1. Juvenile/child counseling alone is not qualifying.  
2. Experience may not be substituted for lack of the required education.

**LICENSE:** A valid California Class C Driver License **is required at the time of hire.**

**HIGHLY DESIRABLE QUALIFICATIONS:**

1. A Master's Degree in Psychology, Social Work, Marriage and Family Therapy or a closely related field.
2. Current license issued from the State of California as a Clinical Social Worker (LCSW), Marriage and Family Counselor (LMFT), or Clinical Psychologist.
3. Certification as a Certified Employee Assistance Professional (CEAP).
4. Fluent bilingual speaking skills in English/Spanish.

**HOW TO APPLY:** You must complete a **STANDARD EMPLOYMENT APPLICATION** for this position by responding to **all** questions and submitting the completed application to the City of San Diego Personnel Department. You must also submit a completed **DATA ENTRY FORM**. To show proof of any required degrees, certificates, licenses, etc. you must attach a copy of the documents to your application.

**THE SCREENING PROCESS** will consist of a comprehensive evaluation of the **Standard Employment Application** for applicable education, experience, and/or training. Only those applicants that clearly demonstrate meeting the requirements specified above will be placed on the eligible list. Approved applications will be made available to the hiring department(s) for review.

**ELIGIBLE LIST:** Candidates who are successful in the screening process described above will be placed on a **one category** eligible list which will be used to fill position vacancies during the next **six months**. For each vacancy, only those candidates with the most appropriate qualifications will be contacted by the hiring department for an interview.

**PRE-EMPLOYMENT REQUIREMENTS:** Any employment offer is **conditional** pending the results of all pre-employment screening processes required for the job, which may include but are not limited to the following: confirmation of citizenship/legal right to work in the United States; completion of a pre-employment medical review/exam (which may include drug/alcohol testing); reference checks; and a fingerprint check. The fingerprints will be submitted to the California Department of Justice for a conviction record report. All of these processes must be successfully completed before employment begins.

**Note:** A positive test for alcohol, illegal drugs or inadequately explained prescription drugs, misrepresentation, falsification, or omission of pertinent facts in any step of the screening/selection process may be cause for disqualification and/or termination of employment.

**SUPPLEMENTAL QUESTIONS:** In Section 4 of the Standard Employment Application, you **MUST** respond to all of the following questions or your application will be **rejected**. Provide sufficient details as this information will be used to evaluate your qualifications related to this job. Describe your **education, training, and/or experience** related to each question; indicate where the education, training, and/or experience was obtained (e.g., specify the employer, educational coursework, training classes); and provide comprehensive information regarding what duties you have performed. If you do not have any education, training, and/or experience in a requested area, write "None" for that particular question.

1. Indicate if you are meeting the educational requirement with a Bachelor's Degree in Psychology, Social Work, Marriage and Family Therapy or a closely related field. **Proof of degree/transcripts must be submitted to the Personnel Department at time of application.**
2. Indicate if you possess a Master's Degree in Psychology, Social Work, Marriage and Family Therapy or a closely related field.
3. Indicate if you possess a valid license issued by the State of California as a Clinical Social Worker (LCSW), Marriage and Family Counselor (LMFT), or Clinical Psychologist.
4. Indicate if you are a Certified Employee Assistance Professional (CEAP).
5. Describe your professional experience in each of the areas listed below and the type of clients counseled (e.g., adults, juveniles, couples, families).
  - a. Performing crisis intervention.
  - b. Counseling adults with alcohol/drug dependency issues.
  - c. Marital/family relationship problems.
  - d. Emotional/stress-related problems.
6. Describe your education and training in each of the areas listed below.
  - a. Performing crisis intervention.
  - b. Counseling adults with alcohol/drug dependency issues.
  - c. Marital/family relationship problems.
  - d. Emotional/stress-related problems.
7. Describe your experience maintaining and preparing a written assessment of a client's progress.
8. Describe your correspondence, report writing and oral presentation experience.
9. Describe your experience managing a high volume, highly sensitive caseload.
10. Indicate if you possess fluent bilingual English/Spanish speaking skills.

TVR/April 1, 2011 {NOL}/Class 1406

**THE CITY OF SAN DIEGO PERSONNEL DEPARTMENT • "EXCELLENCE IN PERSONNEL SERVICES"**

The City of San Diego has an active Equal Opportunity Program and vigorously supports workplace diversity. Applicants with disabilities who require testing accommodations may call (619) 236-6358. To obtain this information in alternative formats, persons with disabilities may call (619) 236-6467 or for TTY (619) 236-6776.

**\*IMPORTANT: READ REVERSE SIDE\***

## **APPLICANT INFORMATION**

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### **APPLICATION INFORMATION**

Application materials must be received at the Employment Information Center NO LATER THAN 5:00 P.M. ON THE FINAL FILING DATE. Postmarks as proof of meeting the final filing date are not accepted. If you are returning your application via the U.S. Postal Service, you should use "Certified Mail-Return Receipt Requested" to provide verification of timely delivery. Do not send applications via interoffice mail.

1. Starting salaries will be determined by the hiring department.
2. The hiring department with a vacancy will contact and interview eligible candidates as needed. All candidates may not be contacted. The final selection and offer of employment is made by the hiring department, not the Personnel Department.
3. Unless otherwise stated, relevant experience may be substituted for education.
4. Eligible lists may be used on a periodic basis. As such, lists may not be used for several months. Eligible lists may be extended by the Civil Service Commission.
5. Examination requirements and processes may be revised.
6. Experience, education, and all other information provided by an applicant orally or in writing are subject to verification.

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**FALSIFICATION:** Any misrepresentations or false statements during or after the employment process may be cause for disqualification or dismissal from employment.

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### **GENERAL REQUIREMENTS**

Requirements must be met at time of application unless otherwise stated.

The minimum age for most full-time employment is 18, unless you are 17 and a high school graduate. You must have the legal right to work in the U.S. or have U.S. citizenship. Persons hired must present acceptable proof of identity and the legal right to work in the United States and the authenticity of the documents must be verified before starting work. After hire, you will be required to sign a loyalty oath and may be required to live in San Diego County.

**A CITY MEDICAL EXAMINATION including drug screening and documentation of medical history may be conducted following a conditional offer of employment or promotion. Medical condition must enable the applicant to perform the essential duties of the position.**

The City of San Diego is committed to a drug and alcohol free workplace.

**THE CITY OF SAN DIEGO SUPPORTS WORKPLACE DIVERSITY** and does not discriminate on the basis of race, sex, age, ancestry, national origin, political/religious affiliation, sexual orientation, AIDS or HIV status, cancer, or non-job related physical/mental disability. The City is committed to making its jobs, programs, and services accessible to all persons and complies with all ADA non-discrimination requirements in its employment practices.

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**A CONVICTION RECORD FORM must be submitted before hire. On it you must list all criminal convictions** you have had. A criminal record is not necessarily a basis for disqualification from City employment. Each applicant's conviction record will be evaluated on a case by case basis considering the type and seriousness of the crime, how much time has elapsed, and the nature of the job.

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### **EMPLOYEE BENEFITS**

City Employees may be eligible to participate in a benefit program including holidays, vacations, savings and retirement plans, health programs, and other benefits.

Benefits may change due to employer-employee contract negotiations.

### **REQUIREMENTS FOR PROMOTIONAL EXAMINATIONS**

1. Current City employment, or currently on a Re-employment List or Leave of Absence.
2. Six months of continuous City employment in the Classified Service immediately prior to the application closing date or, if no closing date is specified, by date of application filing (exceptions: Persons recently hired from Re-employment Lists, and employees in the Unclassified Service if the employee has six months in the Classified Service with no break in service, prior to becoming an Unclassified employee).
3. Most recent performance evaluation in your current City classification must be other than "Unsatisfactory".

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**The provisions of this bulletin do not constitute an expressed or implied contract.**

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**DIVERSITY BRINGS US ALL TOGETHER**